CC #14

Circular letter #125.

September 30, 1904.

To Superintendents:--

At the very opening of the present school year it seems advisable to give you a few suggestions in regard to the making of visits and use of Form "V".

During the past four years it has been generally understood that Superintendents were expected to visit their schools once a month or oftener, if possible, and many of the Superintendents will remember when a signed blank was required by the Department on the occasion of every visit made to any school. A monthly visit was considered necessary for many reasons, and the disposition of the Department requiring an inspection as often as this was doubtless for the best interests of the schools. Even now frequent visits should be made by the Superintendents, and the Department expects you to make the tour of your schools as often as your other work will permit.

However, in order that these visits may be of the greatest good to the teachers and the interests confided to your charge, the following suggestions in regard to visits of inspection are to be observed.

It is unnecessary and possibly inadvisable to make the round of all schools monthly, one after another, throughout the year with mechanical regularity. Every school in

your district should be visited during the first month of the year; thereafter, the frequency of visits may be in proportion to the need which you notice on the part of the teachers for professional help and advice; i. e., if, after having made the first visit, you find the school to be in a fairly satisfactory condition and that the teacher has been doing honest, earnest and efficient work, there would seem to be no necessity of visiting that school as often as might be required in the case of another, in which the material conditions or the deficient methods or inability of the teacher to make the most of the situation, gives evidence of greater need of inspection and assistance. Thus, you should give the major portion of your time to those schools in your district which most require your time and attention, working and endeavoring to lift them up to the general level of your best schools. Visits to the latter class of schools should be made five or six times or oftener during the year, whereas those first mentioned, because of their higher professional standing, need be inspected by you only two or three times a year.

The Department feels that this or some similar plan in the visiting of schools in your district will be advantageous and in every way beneficial to the schools and that you will thus be enabled to utilize your time to the best advantage.

Respectfully,

Acting Commissioner of Education

Dictated by L. R. S.
HEH Chief of Division